

## Suggested Changes to the June 28, 2006 ALCP Policies and Procedures

### June 28, ALCP Policies and Procedures

#### Section 130: MAG Committee Process

- C. The MAG Committee Process will apply for:
1. Approval of amendments to the ALCP Policies and Procedures.
  2. Adoption of the Arterial Life Cycle Program.
  3. Approval of amendments to the ALCP, TIP, and RTP

#### Section 250: ALCP Administrative Adjustment

A. If MAG Staff has to adjust Project budgets after the ALCP has been adopted, it can do an Administrative Update to the ALCP and it is not necessary to do a Program Amendment.

B. There is a one-month lag time for the Maricopa County Excise taxes that are deposited in the RARF

C. The ALCP and project budgets will be adjusted at that time to reflect the remaining project funds.

D. MAG may initiate a separate ALCP Administrative Adjustment, if necessary, at the end of the federal fiscal year as well.

#### Section 330: Project Reimbursement Requests

A. The invoice will include:

1. Invoice #
2. Project name, description and RTP ID
3. Reimbursable items and related costs
4. Proper documentation of reimbursable items and reimbursable costs contained in invoice

a. A copy of the invoice from the contractor is sufficient documentation for contracted work,

b. An administrative breakdown chart including staff name, hours on Project, hourly rate, and total costs is sufficient documentation for administrative work,.

### Suggested Changes to the June 28, 2006 ALCP Policies and Procedures

#### ***Changes are noted in bold***

#### Section 130: MAG Committee Process

- C. The MAG Committee Process will apply for:
1. Approval of amendments to the ALCP Policies and Procedures.
  2. Adoption of the Arterial Life Cycle Program.
  3. Approval of amendments to the ALCP, TIP, and RTP
  - 4. Approval of administrative adjustments to the ALCP**

#### Section 250: ALCP Administrative Adjustment

**A. An administrative adjustment will adjust the ALCP regional reimbursement Project budgets in the current and later fiscal years of the ALCP due to actual Project expenditures and regional reimbursements.**

**1. This does not require a Program or Project amendment because it is not a Project Update (Section 220) and does not cause a negative fiscal impact to the current fiscal year.**

**2. Regional reimbursement budgets can not be moved from a later fiscal year to an earlier fiscal year in an administrative adjustment. This would require an amendment.**

**B. An administrative adjustment is needed when:**

**1. Project expenditures for a Project work phase or a Project Segment are lower than the estimate, causing the 70% regional reimbursement to be less than what is programmed in the current ALCP.**

**2. The remaining regional reimbursement funds can be moved within the original Project, to another work phase or a Project Segment that is programmed in that fiscal year or a later fiscal year.**

C. The ALCP and project budgets will be adjusted at that time to reflect the remaining project funds.

**D. Administrative Adjustments can occur each quarter, the changes will be reported in the ALCP Status Report, and the ALCP will be reprinted.**

#### Section 330: Project Reimbursement Requests

A. The invoice will include:

1. Invoice #
2. Project name, description and RTP ID
3. Reimbursable items and related costs
4. Proper documentation of reimbursable items and reimbursable costs contained in invoice is necessary. The list below provides options for sufficient backup documentation:

a. A copy of the invoice from the contractor is sufficient documentation for contracted work,

b. An administrative breakdown chart including staff name, hours on Project, hourly rate, and total costs is sufficient documentation for administrative work,

**c. A copy of the Court Order,**

**d. A copy of the Settlement Statement,**

**e. A copy of the agency's payment documentation,**

**f. Or a completed Cost Attachment Form. If the Cost Attachment form is explaining dedicated right of way, easements, or Public Utility and Facilities Easements (PUFE), please include a signed letter from the appropriate department (Real Estate, Transportation, etc) to verify the items in the cost attachment form. Please use costs that are relevant to the time of dedication and if necessary, use the inflation chart to inflate the costs to the current value.**

**5. If an item for reimbursement (design, ROW, construction, etc.) has more than one backup invoice, please provide a chart, per time for reimbursement that:**

**a. Lists each invoice/backup documentation number or describe the document**

**b. The dollar amount of each invoice/backup documentation**

**c. And have the chart include the total dollar amount of all invoices, per each item. This total dollar amount should match what is on the Project Reimbursement Request invoice.**

**d. MAG will provide an example chart/form.**